



CITY OF SAN JOSÉ, CALIFORNIA

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CIVIL SERVICE COMMISSION

Bill Brill, Chair
Sharon L. Hightower, Vice Chair
Richard J. Giovannetti
Leon Louie
Tanya C. Young

SYNOPSIS CIVIL SERVICE COMMISSION

TO ARRANGE AN ACCOMMODATION UNDER THE AMERICANS WITH DISABILITIES ACT TO PARTICIPATE IN THIS PUBLIC MEETING, PLEASE CALL (408) 277-4429 OR (408) 998-5299 (TTY) AT LEAST 48 HOURS BEFORE THE MEETING.

Agenda Closing 12:00 Noon Wednesday
Eight Days before Commission Meeting

4:00 P.M.

ORDER OF BUSINESS

FEBRUARY 7, 2002

THE CIVIL SERVICE COMMISSION MEETS ON THE FIRST THURSDAY OF EACH MONTH IN THE CITY COUNCIL CHAMBERS, SECOND FLOOR OF CITY HALL

ROLL CALL

Present: Commissioners Hightower, Louie, Young and Brill
Absent: Commissioners Giovannetti

ORDERS OF THE DAY UNANIMOUSLY ADOPTED AS AMENDED

Commission Chair Brill noted that ESD's presentation on One on One Communication Program under item #5 will be postponed to a later date per his request.

CONSENT CALENDAR UNANIMOUSLY ADOPTED

1. Information Only

- a. Hiring Summary – Memorandum from Human Resources Department (HRD) dated January 30, 2002 listing complaints about hiring issues and a summary of hiring activity for the period December 9, 2001 through January 5, 2002, was filed.
2. Human Resources Department Report dated January 30, 2002 listing the following amendments to the classification plan, was filed.

REVISIONS OF CLASS SPECIFICATIONS

- a. Motorcycle Mechanic (3324)
- b. Mechanic (3323)

REALLOCATIONS OF POSITIONS

00012095 Staff Technician (1623) (formerly Administrative Assistant (1159)) Manager

END OF CONSENT CALENDAR

3. Hearings to be scheduled:
None
4. Patricia Gibbons' appeal of the reallocation of her position from Program Supervisor to Information Systems Analyst (1355). Continued from December 6, 2001 and January 3, 2002. Appeal withdrawn.
5. David S. Wall's request to investigate truthfulness of testimony given by ESD Deputy Director at December 6, 2001 meeting regarding One on One Communication Program. Mr. Wall to submit materials he presented at the meeting documenting his allegations of the continued miscommunication being transmitted to ESD employees by management regarding this program. Item continued to March 7, 2002 meeting.
6. Update on Civil Service Reform Task Force recommendations and hiring summary update. Continued from January 3, 2002. HRD reported that on January 29, 2002 City Council approved the one year extension of the interim hiring rules through March 31, 2003 and that two of seven projects being refined by labor/management coalition should be ready for Commission review by the April meeting. Item continued to March 7, 2002 meeting.
7. Follow-up item by HRD on the City's classification-compensation plans and actions. HRD reported that 176 reallocation requests were received and they anticipate completion of analysis and reporting to employees by end of February 2002 with implementation within two – three months. Item continued to March 7, 2002.

ORAL PETITIONS

Commission Chair Brill informed the Commissioners of the Council policy adopted on December 11, 2001 allowing designated City Board and Commission members the ability to address Council on agenda items for longer than the two minutes usually allowed.

Commission Chair Brill reminded the Commissioners to fill out and return to the City Clerk's Office their Form 700 - Statement of Economic Interests paperwork before the April 1, 2002 deadline.

Commission Chair Brill noted that the ESD presentation on the One on One Communication program postponed this meeting will be presented at the March 7, 2002 meeting, the employee disciplinary process presentation by Employee Relations will be April 4, 2002, and Airport's personnel/policies and training presentation by Bill Potter will be May 2, 2002.

ADJOURNED at 4:55 p.m.